

INCENTIVE AWARDS Notes

OFFICE OF INCENTIVE SYSTEMS, U.S. CIVIL SERVICE COMMISSION

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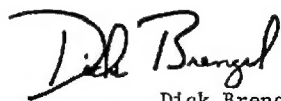
Director's Corner . . .

The close of the fiscal year provides each of us an opportunity to take a fresh, objective look at the incentive awards program -- where we are now, where we came from, and where we want to be at this time next year. This copy of notes is designed to help you do just that!

A basic difference between program managers who are do-ers and those who are procrastinators is that the do-ers outline their specific objectives, establish priorities for them, and then work on them in priority order. If your end-of-year report of program accomplishments didn't measure up--to you, or to management within your agency, it is particularly important that you analyze the weaknesses and develop a fiscal year plan with objectives and priorities for program accomplishment.

Keeping to the schedule may be difficult but your ingenuity and motivation will make the difference between success or failure in achieving the program goals and objectives. There is no substitute for personal commitment. Program results will be directly proportionate to your three I's -- Interest, Initiative, and Industry.

We hope you will join us at the NASS PEOPLE IMPACT Conference in Atlanta, September 28 to October 1, 1974, so that you can share your Interest, Initiative, and Industry with other persons involved in the Incentive Awards Program. I look forward to seeing you there.



Dick Brengel

Steps in Planning Your Fiscal Year Program

Evaluate Your Program

The longest journey begins with a single step. So take the first step now--evaluate your program. Determine (a) where you have been successful in your past operations, (b) where you are making desirable progress, but there is more work to be done, and (c) where corrective action is needed to improve or to change an undesirable situation. Some of the methods you could use in your evaluation are:

-- compare your program results with those of other agencies or businesses similar in size and mission and with nationwide averages

--examine the differences between your local organizational units in their use of awards. Consider whether organizational units that are doing well in carrying out their mission are granting special achievement awards to individuals who have earned recognition. Also, whether there is less use of awards in units where organizational achievements need further improvement. Consider whether organizational elements with good potential for employee suggestions are getting reasonable results

--examine tangible benefits from suggestions and from special achievements over the past several years to see if there are any significant trends

--develop a breakdown of cases or benefits on the basis of (a) man-hours saved; (b) supplies, material, or equipment saved; and (c) reduced costs in purchasing or contracting

--analyze the number of suggestions adopted and non-adopted and the time taken to process suggestions to a decision, as well as the backlog of suggestions on hand at the beginning and end of the fiscal year. Establish the reasons for excessive processing time or backlogs.

32nd Annual NASS Conference Program

SATURDAY, SEPTEMBER 28

9:00 - 2:00 Exhibit Set-up
10:00 - 7:00 Registration
1:30 - 3:15 Federal Government Delegates Mtg.
3:00 - 6:00 Exhibits Open
3:30 - 4:30 Annual Membership Meeting
4:45 - 5:30 Federal Government Delegates' Mtg.
reconvenes
7:30 -10:30 Deep South Nite

SUNDAY, SEPTEMBER 29

9:00 - 6:00 Registration
10:00 - 6:00 Exhibits Open
12:00 -12:20 Delegates General Assembly
12:20 - 1:10 Luncheon
1:10 - 1:55 Keynote Kick-Off Speaker,
"Kirk" Kirkpatrick
2:10 - 3:40 General Session (Legal Aspects)
3:50 - 5:00 Workshop Session I
7:30 - 8:30 Delegates Reception
8:30 -10:30 Banquet, Installation of
Officers and Entertainment

MONDAY, SEPTEMBER 30

8:00 - 8:30 Continental Breakfast
8:30 - 9:00 Awards
9:00 -12:00 Exhibits Open
9:30 -10:20 General Session (Promotion)
10:30 -11:45 Workshop Session II
12:00 -12:45 Luncheon
12:45 - 1:30 Awards
1:40 - 2:35 Keynote Speaker, Jim Gillie
2:50 - 4:05 Workshop Session III
4:15 - 5:30 Workshop Session IV

TUESDAY, OCTOBER 1

3:00 - 8:50 General Session (3 workshops)
9:00 -10:15 Workshop Session V
10:30 -11:45 Workshop Session VI
11:45 -12:30 Break and Checkout
12:30 - 1:10 Luncheon
1:10 - 2:00 Wind-Up Keynote Speaker
(Cody Sweet)
2:00 Adjournment

registration form for the conference has
been reproduced on page 8 of the Notes for
your convenience.

with NASS Statistics

Recent news release issued by NASS Headquarters
announced that over \$42 million in awards were
distributed during 1973 for employee suggestions that
saved business and Government \$380 million. Awards
totaling \$42,723,204 were paid in 1973 to employees
of 127 reporting member organizations of the Nation-
al Association of Suggestion Systems for their
205 adopted ideas. The 1973 average award

of \$78.65 compared to \$69.26 for 1972, is strong
evidence of the continuing quality of employee
suggestions. A \$36,070 award paid by IBM World
Trade Corporation was the highest single award of
1973. Overall average savings/cost ratio was \$5.70
saved for each dollar spent on the suggestion
program.

NCSL Award Winners Announced

The National Civil Service League has announced
the names of winners of the 1974 awards.

Career Service Award for Sustained Excellence --
a major criterion for choosing winners of the
award is a record of ten years of outstanding
public service. This year's winners are:

John P. Abbadessa
Assistant General Manager
Controller, AEC

Carl E. Duckett
Deputy Director for Science and Technology
CIA

Dr. John Carol Eberhart
Associate Director for Mental Health Research
Director, Intramural Research Program
National Institute of Mental Health, HEW

David Simonds Johnson
Director, National Environmental Satellite Service
NOAA, Department of Commerce

Dale R. McOmber
Assistant Director for Budget Review, OMB

Ross M. Madden
Regional Director, Region 13, NLRB

Thomas D. Morris
Assistant Comptroller General, GAO

Dr. Francis J. Mulhern
Administrator, Animal and Plant Health Inspection
Service, Department of Agriculture

Dr. John E. Naugle
Associate Administrator for Space Science, NASA

Career Service Award for Special Achievement --
given on evidence of one or more landmark accom-
plishments. This year's winners are:

Dr. Carolyn Huntoon
Head, Endocrine Laboratory
NASA Johnson Space Center

James T. Murphy
Director of Air Transportation Security
FAA

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